

OFFICE OF MANAGEMENT

Authority to Reimburse Employees for
Business Calls Made on Personal Car Phones

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PURPOSE

- This MAPP specifies the policy and procedures for obtaining reimbursement for official government calls incurred by Center personnel on personal car phones.
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REFERENCE

- Food and Drug Administration, Staff Manual Guide 3220.5, Standards for Cellular Telephone, July 7, 1995.
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DEFINITION

- **Personal car phones:** Cellular telephones installed in privately owned vehicles (POVs) and portable handheld cellular phones.
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POLICY

- It is the policy of the Center for Drug Evaluation and Research (CDER) to support the judicious use of personal car phones for official business to meet unusual circumstances.
- Reimbursement will cover business phone calls made on personal car phones and landline charges/network surcharges associated with each business call.

ELECTRONIC SYSTEM AND FORM USED FOR REIMBURSEMENT

- Claims for reimbursement of business calls made on personal car phones should be submitted in Govtrip using the local voucher miscellaneous form.
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APPROVAL AUTHORITY

- Center Program Specialists and/or Management Officers have the authority to approve claims for reimbursement costs for official business calls made on personal car phones.
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RESPONSIBILITIES AND PROCEDURES

The Employee will:

- Prepare a reimbursement local voucher in Govtrip, make a copy of the relevant phone bill, and submit both to the Program Specialist or Management Officer. The cellular telephone account number should be removed from the phone bill before submission.
- Certify in Govtrip that all calls submitted as official business are necessary in the interest of the government. Certifications must be electronically signed by employee.

The Program Specialist or Management Officer will:

- Review phone records against claim for reimbursement submitted in Govtrip to ensure consistency.
 - Verify that relevant phone bills and signed employee certification are provided and accurate.
 - Complete accounting data in Govtrip (CAN#, tagging information, object class code).
 - Approve the claim for reimbursement in Govtrip.
 - Charge against the appropriate funding type.
 - Retain all records for administrative use and control purposes.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.